

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

***January 19, 2026***

***7:00 p.m.***

***Allendale Township Public Meeting Room***

1. Call the Meeting to Order
2. Roll Call
3. Communications and Correspondence:
4. Approval of the Agenda
5. Approval of the January 5, 2026 Planning Commission minutes
6. Public Comments for *non-public hearing items*
7. Public Hearings:
  - A. Zoning Text Amendments
    - i. Section 3.11.B1D – Accessory Uses and Buildings
    - ii. Section 3.11.B2 – Accessory Uses and Buildings
    - iii. Section 3.11.B3A – Accessory Uses and Buildings
    - iv. Section 3.11.C1L – Accessory Uses and Buildings
    - v. Section 12.08B2A – Procedures
    - vi. Section 12.08B2B – Procedures
    - vii. Section 23.24 – Short Term Rentals
    - viii. Section 23.25 – Accessory Dwelling Units
    - ix. Section 32.02 – Definitions A (Accessory Dwelling Units)
    - x. Section 32.20 – Definitions S (Short Term Rentals)
8. Site Plan Review:
9. New Business:
  - A. 2025 Planning Commission Annual Report
  - B. 2026 Planning Commission Work Program
  - C. Residential Setbacks and Sidewalk Conflicts
10. Old Business:
  - A. Text Amendment Discussion
    - i. Tiny Homes
11. Public Comments
12. Township Board Reports
13. Commissioner and Staff Comments
14. Adjourn

**Next meeting: February 2, 2026 at 7:00 p.m.**



**ALLENDALE CHARTER TOWNSHIP**  
**PLANNING COMMISSION MEETING**  
**January 5<sup>th</sup>, 2026**  
**7:00 p.m.**  
***Allendale Township Public Meeting Room***

1. Call the Meeting to Order: 7:00 PM

2. Roll Call:

Present: Mark Adams, Rick Westerling, Todd Bronson, Bruce Zeinstra, Ray Nadda, Joe Jacquot, and Tom Zuniga

Absent:

Staff and Guests Present: Greg Ransford, Eric DeYoung, Merwyn Koster

3. Communications and Correspondence: None

4. Approval of the Agenda. Motion to approve agenda as is by minutes by Mark Adams, Seconded by Bruce Zeinstra, **Approved 7-0**

5. Motion to Approve July 21, 2025 Planning Commission minutes until next meeting by Ray Nadda, Seconded by Bruce Zeinstra, **Approved 7-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

A. Springfield North Preliminary Planned Unit Development Plan - Seeking 37 single-family lots and 20 two-family buildings. Greg Ransford restated memo provided to the Planning Commission about amount of single family units and two-family duplex units. Mr. Ransford let the Planning Commission know that they are looking for feedback on the submitted plan. Eric DeYoung of Nederveld went before the board restating that they are looking for feedback in the preliminary review and questions around the two family units. The two family unit is not the primary use of the land, compatible with the surrounding land uses and is in line with the master plan. Discussion around building phases and some of the obstacles they would face. Planning Commission discussed that since the duplexes are not rentals, they would be acceptable in the area they are to be built. Planning Commission raised some concerns about the drainage and wetland areas and walking path in the green space area and if there are any restrictions on developing it. Planning Commission asked about the Camfield Drive cul-de-sac improvement. This issue will be addressed in later meetings. Applicant agreed to accommodate a beach and or gazebo or similar feature adjacent to the pond, or a trail down the powerlines. The applicant also agreed to place deed restrictions prohibiting renting the two unit buildings. The Planning Commission directed Ransford to schedule the final PUD plan for public hearing when the materials have been submitted and found complete.

B. Election of Officers

Motion to keep officials as is by Rick Westerling, Seconded by Joe Jacquot, **Approved 7-0**

10. Old Business:

A. Text Amendment Discussion

i. Town Center – Mr. Ransford went over the revisions made to the draft language along with drawings. Discussion on the language provided by Mr. Ransford. Direction was

provided to Ransford to revise, have legal counsel review, and prepare for a future public hearing.

- ii. Tiny Homes – Continued conversation on the allowance and ordinances. Planning Commission decided to make Tiny Homes a separate article. Mr. Ransford will bring a written example in future meetings.
- iii. Private roads in the Agricultural and Rural District – Mr. Ransford restated what has been talked about in the previous meetings and what the current ordinance is. Planning Commission discussed different scenarios that would and would not be allowed in Allendale per our ordinances and possible changes to the ordinances. Ransford will revise language as directed and return it to the Commission for review.

11. Public Comment: None

12. Township Board Reports: 2025 Budget Amendments

13. Commissioner and Staff Comments: None

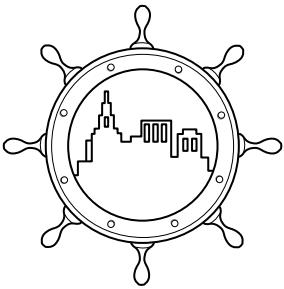
14. Adjourn: 8:35 PM

**Next meeting January 19, 2026 at 7:00 p.m.**

Minutes respectfully submitted by Zachary Fields



DRAFT



## Fresh Coast Planning

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# MEMORANDUM

To: Allendale Charter Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: January 13, 2026  
Re: Various Text Amendments – Public Hearing

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Pursuant to your recent direction, attached is a Zoning Text Amendment Ordinance to revise the Allendale Charter Township Zoning Ordinance (ACTZO) to allow Short Term Rentals, Accessory Dwelling Units, provide clarity to the Planned Unit Development steps, and to modify setbacks for accessory buildings within the Agricultural and Rural Zoning District.

For your convenience, also attached are the proposed changes to Section 3.11 of the ACTZO, which, while you have previously reviewed, we prefer you possess these during the public hearing in the instance questions arise from the public. As you know, except for the minor changes to Section 12.08, all remaining language is new.

The Zoning Text Amendment Ordinance has been scheduled for a public hearing at your January 19, 2026 meeting. If you have any questions, please let us know.

GLR  
Planner

Attachment

cc: Adam Elenbaas, Supervisor

ORDINANCE NO. \_\_\_\_\_

## ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF ALLENDALE CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN BY AMENDING SECTION 3.11.B1D – ACCESSORY USES AND BUILDINGS; AMENDING SECTION 3.11.B2 – ACCESSORY USES AND BUILDINGS; AMENDING SECTION 3.11B3A – ACCESSORY USES AND BUILDINGS; ADDING SECTION 3.11.C1L – ACCESSORY USES AND BUILDINGS; AMENDING SECTION 12.08B2A – PROCEDURES; AMENDING SECTION 12.08B2B – PROCEDURES; ADDING SECTION 23.24 – SHORT TERM RENTALS; ADDING SECTION 23.25 – ACCESSORY DWELLING UNITS; AMENDING SECTION 32.02 – DEFINITIONS (A); AMENDING SECTION 32.20 – DEFINITIONS (S); AND PROVIDING FOR REPEAL, SEVERABILITY PROVISIONS, AND THE EFFECTIVE DATE OF THIS ORDINANCE.

THE CHARTER TOWNSHIP OF ALLENDALE, COUNTY OF OTTAWA, AND STATE OF MICHIGAN  
ORDAINS:

Section 1. Accessory Uses and Buildings. Section 3.11.B1d of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

### Section 3.11.B1d – Accessory Uses and Buildings

The detached accessory building shall meet the setback requirements for principal buildings.

Section 2. Accessory Uses and Buildings. Section 3.11.B2 of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

### Section 3.11.B2 – Accessory Uses and Buildings

(Reserved for Future Use)

Section 3. Accessory Uses and Buildings. Section 3.11.B3a of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

### Section 3.11.B3a – Accessory Uses and Buildings

Ten (10) feet from the principal building;

Section 4. Accessory Uses and Buildings. Section 3.11.C1l of the Allendale Charter Township Zoning Ordinance shall be added to state in its entirety as follows.

Section 3.11.C1l – Accessory Uses and Buildings

Accessory Dwelling Unit

Section 5. STEP 2 Submit PUD Application. Section 12.08B2a of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 12.08B2a – STEP 2 Submit PUD Application

A Preliminary PUD plan shall contain the information required by Section 12.06, Section 24.04, and shall follow Steps 3, 4, & 5.

Section 6. STEP 2 Submit PUD Application. Section 12.08B2b of the Allendale Charter Township Zoning Ordinance shall be amended to state in its entirety as follows.

Section 12.08B2b – STEP 2 Submit PUD Application

A Final PUD site plan shall contain the information required by Section 12.06, Section 24.05, and shall follow Steps 4 & 5.

Section 7. Short Term Rentals. Section 23.24 of the Allendale Charter Township Zoning Ordinance shall be added to state in its entirety as follows.

Section 23.24 – Short Term Rentals

A. Permitted Districts. Short Term Rentals (STR) shall be a permitted use only in the Agricultural and Residential Zoning Districts, subject to issuance of a STR permit and compliance with all requirements of this Section.

B. Definitions. For the purposes of this Section only, the following terms shall be defined as follows:

1. “Occupant” means an individual living in, sleeping in, or otherwise having possession of a STR, and includes the guests and invitees of such individuals.
2. “Owner” means the legal title holder(s) of a dwelling or the premises within which the STR is situated. In those cases in which the Owner is not a natural person, the Owner shall be the president of a corporate entity, member of an LLC, or other chief executive officer of the organization. All natural persons or entities with an interest in the STR shall be considered Owners.
3. “Responsible Local Agent” means a person having a place of residence within 35 miles of the geographical limits of the Township and designated

by the Owner as legally responsible for operating STR(s) in compliance with this ordinance. The Responsible Local Agent may be the Owner or an individual having an ownership interest in an ownership group. The Responsible Local Agent shall be responsible for providing access to the dwelling for any and all inspections necessary to ensure compliance with the ordinances adopted by the Township. All official notices of the Township may be served on the Responsible Local Agent and any notice so served shall be deemed to have been served upon the Owner.

C. STR Applications.

1. Applications for a STR permit shall be submitted to the Zoning Administrator for review and approval, and shall contain all necessary information, as determined by the Zoning Administrator, to show compliance with the requirements of this Section, including, but not limited to, the name, address, telephone number, and e-mail of the Local Responsible Agent. An application for a STR permit shall include a floor plan for every floor of the dwelling and a site plan pursuant to Section 24.05 of this Ordinance.
2. Fees for application of a STR permit shall be established by resolution of the Township Board and shall be paid at the time of application for the permit. Any State and local taxes levied against the premises of the proposed STR that are due and payable at the time of application shall also be paid at or before the time of application.

D. Regulations.

1. The total number of permits issued for Short Term Rentals in Allendale Charter Township shall be limited to fifty (50). No permit shall be issued to a property that will not be made available for rent. A permit shall be revoked by the Township Supervisor, or his or her designee, if the Supervisor determines that the permit was not obtained in good faith and the dwelling was not made available for rent.
2. A STR permit is required. No Owner shall lease or rent a dwelling to be occupied as a STR unless a STR permit has been approved for the dwelling. The operation of a dwelling as a STR without a permit is prohibited, and shall constitute a violation of the Zoning Ordinance.
3. An Applicant seeking original permit approval for a STR shall include written evidence that the use of the dwelling as a STR has been approved by the Ottawa County Health Department Environmental Health Division, and that the Township Fire Chief or the Fire Chief's designee has inspected and approved the use of the dwelling as a STR.
4. A person holding a STR permit who seeks renewal of the STR permit shall include written evidence, with each annual renewal application, that the

Township Fire Chief or the Fire Chief's designee has reinspected and approved the use of the dwelling as a STR for the renewal year. The reinspection must have occurred within 30 days of the date of submitting the renewal application.

E. Conditions of STR Approval and Performance Standards.

1. Every STR shall provide enough on-site parking spaces to accommodate a minimum of two vehicles, plus one additional parking space for each two additional rental occupants above the first two occupants. Vehicles may not be parked in the yard of the dwelling or on-street. Shared parking areas or shared easements cannot be used to satisfy the minimum parking space requirements, unless the Applicant submits the signed consent of each party sharing the use of the parking or easement area.
2. Only the principal dwelling on a lot may be permitted and used as a STR. The maximum occupancy shall not exceed the limit established by the Township Fire Chief, or the Fire Chief's designee, for the dwelling. In no case shall the maximum number of Occupants in a STR exceed ten (10) persons and no more than two (2) persons per bedroom. No Occupants may sleep in tents, in accessory buildings, in recreational vehicles, or in trailers on the real property hosting the STR.
3. Every STR shall have adequate trash receptacles and a contract in effect with a waste hauler licensed to operate in the Township, with trash pick-up to occur not less than once weekly. Trash collection areas shall be kept in a sanitary, neat and orderly fashion at all times, with no trash spilling onto the ground.
4. Any campfires on the real property hosting the STR shall be maintained in designated fire pits and shall comply with the applicable fire code and all applicable Township Ordinances. The designated fire pit shall be inspected and approved by the Township Fire Chief.
5. The STR shall comply with the noise limitation provision of Chapter 178 of the Code of Ordinances adopted by the Township.
6. No person shall lease or rent a STR until all conditions have been met for a STR permit. The Owner shall post in a conspicuous place within the dwelling and at the driveway apron within one (1) foot of the public or private right-of-way the name, address, and telephone number of the Responsible Local Agent.
7. The appearance of a dwelling used as a STR shall not conflict with the residential character of the neighborhood. The dwelling shall be properly maintained as required by applicable local and state codes, and kept in good repair so that the use in no way detracts from the general appearance of the neighborhood.
8. Occupants of a STR shall not encroach or trespass on neighboring properties.

9. Occupants of a STR shall not create a nuisance. For purposes of this subsection, a nuisance includes, but is not limited to, any of the following: (1) any activity that violates Chapter 178 of the Code of Ordinances adopted by the Township; and, (2) any activity that violates state or Township firework regulations.
10. Any dwelling occupied as a STR shall have public water service and public sanitary sewer service, or if it does not have either or both, any water well or septic system serving the dwelling must be inspected by and approved by the Ottawa County Department of Public Health for use as or with a STR.
11. Separate cooking facilities in a STR are prohibited.

F. Nontransferable. A STR permit is not transferable. Upon sale of a property, the new owner must apply for a new STR permit.

G. Expiration and Reapplication.

1. A STR permit shall expire annually, commencing one year after the date of original permit approval. A person holding a STR permit shall submit an application for renewal at least 30 days prior to each annual expiration date. The permit may be renewed if:
  - i. No complaints have been received by the Township during the preceding one-year term of the STR permit, relating to the use or operation of the STR.
  - ii. No letters of violation were issued to the Owner of the STR during the preceding one-year term of the STR permit, relating to the use or operation of the STR.
  - iii. No municipal civil infraction citations were issued to the Owner of the STR, during the preceding one-year term of the STR permit, relating to the use or operation of the STR.
  - iv. The STR permit holder has submitted written evidence that the Township Fire Chief, or the Fire Chief's designee, has reinspected the STR dwelling within 30 days of the submission of the application for renewal and has approved the dwelling for continued use as a STR.
2. If item iv, immediately above, is not satisfied, the Zoning Administrator shall deny the application for renewal of the STR permit.
3. If any of items i, ii or iii, immediately above, are not satisfied, the Zoning Administrator shall refer the renewal application to the Township Board to determine whether the requested permit renewal shall be approved or denied, and if approved, whether any special conditions should be imposed on the renewed permit to prevent recurrence of similar complaints and/or violations.

4. No rentals of a STR are permitted upon the expiration of a permit for a STR, until such time as it has been renewed by the Zoning Administrator or Township Board, as applicable.
- H. Violations; Suspension; Revocation; Appeals. In addition to any other penalty authorized by law, a STR permit may be suspended or revoked if the Township Board finds by competent, material, and substantial evidence, and after written notice of the charges to the Owner and an opportunity for the Owner to be heard, that the Owner has violated or failed to fulfill the requirements of this Ordinance. Written notice of the charges and notice of hearing before the Board shall be personally served on the Owner or served on the Owner by certified mail, no less than 21 days before the hearing. A person aggrieved by an alleged violation of this Ordinance by an Owner or Occupant of a STR may petition the Zoning Administrator, in writing, to commence a Township Board hearing under this paragraph for the suspension or revocation of the permit for a STR. The Zoning Administrator shall have the sole discretion to decide whether to commence a hearing on the petition of an aggrieved person. If the petition of an aggrieved person is granted, the aggrieved person shall be entitled to notice and to participate in the hearing, to the same extent as the Owner of the STR, including by offering testimony and documentary evidence in support of an alleged violation.
  1. Upon a finding by the Township Board of a first violation within any 12 month period, the permit may be suspended for up to 60 days, during which time the STR shall not be rented. In deciding whether or not to suspend a permit, and for what duration, the Township Board will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant.
  2. Upon a finding by the Township Board of a second violation within any 12 month period, the permit may be suspended for 120 days, during which time the STR shall not be rented. In deciding whether or not to suspend a permit, and for what duration, the Township Board will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant.
  3. Upon a finding by the Township Board of a third violation within any 12 month period, the permit shall be revoked and the Owner shall not again be issued a STR permit for a minimum period of 12 months, during which time the former STR dwelling shall not be rented. In deciding the duration of the revocation, the Township Board will consider the severity of any violation, the rental history of the Owner, and any other factors deemed relevant. After a permit for a STR has been revoked, a new permit shall not be granted until a new STR application has been submitted and approved under this Section.

Section 8. Accessory Dwelling Units. Section 23.25 of the Allendale Charter Township Zoning Ordinance shall be added to state in its entirety as follows.

#### Section 23.25 – Accessory Dwelling Units

Accessory Dwelling Units are intended to provide flexible living quarters for immediate or extended family members only. ADUs are subject to the following regulations.

- A. An ADU may be attached to the principal dwelling through only a breezeway. Otherwise, an ADU shall be detached from the principal dwelling.
- B. ADUs shall only be permitted as an accessory use to a single-family dwelling.
- C. ADUs shall be permitted in all districts where single-family dwellings are permitted and only one (1) ADU may be located on a lot.
- D. The property owner shall maintain residence on the property, either within the principal dwelling or the ADU.
- E. ADUs shall have their own separate entrance, kitchen, sleeping area, and full bathroom facilities.
- F. ADUs shall meet all setback requirements applicable to the principal dwelling and shall be located in the side yard or rear yard of the principal dwelling.
- G. ADUs shall meet all applicable building, safety, and fire codes.
- H. ADUs shall be connected to a sewage disposal system and water supply system approved by the County Health Department. Proof of Health Department approval must be provided prior to the issuance of a building permit.
- I. Exterior building materials and designs shall be of similar style and character as that of the principal dwelling.
- J. ADUs shall not exceed six hundred (600) square feet in area. A single stall garage may be attached to the ADU and shall not count toward the maximum area herein.
- K. Mobile Homes, recreational vehicles, and temporary structures shall not be used as an ADU.
- L. An ADU shall not be utilized as a Motel, Hotel, Motor Hotel, Boarding House, Lodging House, Rooming House, Bed and Breakfast, or for rent in any way.

Section 9. Definitions (A). Section 32.02 of the Allendale Charter Township Zoning Ordinance shall be amended to add the following definition in alphabetical order within the section.

#### Definitions (A)

Accessory Dwelling Unit (ADU). A detached residential living unit on the same parcel on which a single-family dwelling is located that provides independent living

facilities, including basic requirements for living, sleeping, eating, cooking, and sanitation, for one (1) or more person or persons.

Section 10. Definitions (S). Section 32.20 of the Allendale Charter Township Zoning Ordinance shall be amended to add the following definition in alphabetical order within the section.

#### Definitions (S)

SHORT TERM RENTAL. The rental or subletting of a single-family dwelling for compensation for a term of not more than 27 consecutive nights. The rental of the following shall not be considered short-term rentals: Bed and breakfast establishments, motels, resorts, campgrounds, transitional houses operated by a charitable organization, group homes such as nursing homes and adult foster care homes, substance abuse rehabilitation clinics, mental health facilities, and other similar healthcare related facilities.

Section 11. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby expressly repealed.

Section 12. Severable Provisions. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 13. Effective Date. This amendment to the Allendale Charter Township Zoning Ordinance was approved and adopted by the Township Board of Allendale Charter Township, Ottawa County, Michigan on \_\_\_\_\_, 20\_\_\_\_, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on \_\_\_\_\_, 20\_\_\_\_, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on \_\_\_\_\_, 20\_\_\_\_, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the \_\_\_\_\_ as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

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Adam Elenbaas, Township Supervisor

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Jody Hansen, Township Clerk

Sec. 311.B1d ACCESSORY USES AND BUILDINGS

The detached accessory building shall meet the ~~be~~ setback requirements for ~~from the road right of way at least two thirds (2/3) the distance between the road right of way and the principle principal buildings, but at no time shall the setback from the road right of way be less than 300 feet.~~

Sec. 311.B2

**Reserve for Future Use**

Sec. 311.B3a

Ten (10) feet from the ~~principle~~ principal building;

**Sec. 311.C1 ("L")**

**Accessory Dwelling Unit**

DRAFT



# 2025 Annual Report of the Planning Commission

# EXECUTIVE SUMMARY

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On February 17, 2014, the Allendale Charter Township Planning Commission adopted its Bylaws and Rules of Procedure of the Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, PA 33 of 2008, MLC 125.3801, et seq., and the Michigan Zoning Enabling Act, PA 110 of 2006, MCL 125.3101, et seq. Pursuant to Section 9 of the Allendale Charter Township Planning Commission Bylaws and Rules of Procedure, we present the following report regarding the structure and operations of the Planning Commission, the status of planning activities as well as other pertinent actions of the Planning Commission.

## MEMBERSHIP & OFFICERS

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At the January 6, 2025 meeting of the Planning Commission, the following members were elected to the office of Chairperson, Vice-Chairperson, and Secretary. While officer elections are typically held at a January of the service year, the Planning Commission conducted elections in advance of the service year.

- Mark Adams – Chairperson
- Ray Nadda – Vice-Chairperson
- Tom Zuniga – Secretary
- Todd Bronson – Member
- Bruce Zeinstra – Member
- Rick Westerling – Member
- Joe Jacquot – Member

## MEETINGS AND ATTENDANCE

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Regular meetings of the Planning Commission are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, unless otherwise scheduled to avoid a holiday. Seventeen (17) regular meetings and one (1) special meeting were held throughout 2025. Attendance of the membership was as follows:

- Mark Adams – 17/18
- Ray Nadda – 13/18
- Tom Zuniga – 16/18
- Todd Bronson – 11/18
- Bruce Zeinstra – 13/18
- Rick Westerling – 15/18
- Joe Jacquot – 13/18

# APPROVALS AND RECOMMENDATIONS

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The Planning Commission approved or recommended the following to the Allendale Charter Township Board of Trustees during their formal business.

## Site Plans

- Great Lakes Tree Service – 4503 Pingree Street – 6,135 square foot office, warehouse and outdoor storage yard
- Hidden Shores West Phase Five Site Condominium – 49 single-family residential units
- Walgreens Planned Unit Development – 11145 68<sup>th</sup> Avenue – Major Amendment to PUD for the Raymond Building to accommodate food service
- Emerald Springs Phase Two Tentative Preliminary Plat – 22 single-family lots
- Bridget's House – 10310 60<sup>th</sup> Avenue – Use of existing dwelling for a support services residence
- Affogatos Ice Cream and Coffee – 6655 Lake Michigan Drive – 2,263 square foot ice cream and coffee shop with drive through

## Zoning Map Amendments

- Summer Brook Planned Unit Development – Rezoning vacant portion of the PUD to R-4
- Dirk and Dale DeVries – 11228 56<sup>th</sup> Avenue – Rezoning from GC to R-1
- Anderson Investment Group (Affogatos) – 6655 Lake Michigan Drive – Rezoning from R-3 to GC
- Love, INC – 6633 Lake Michigan Drive – Rezoning from R-3 to GC

## Zoning Text Amendments

- None

# DENIALS

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No denials were provided by Planning Commission during their formal business.

# GENERAL ACTIONS

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The Planning Commission performed the following during their formal business.

- Rusk Lake Mining Site Annual Report was accepted
- 46<sup>th</sup> Avenue Mining Site Annual Report was accepted
- 5015 Warner Street Mining Site Annual Report was accepted

On behalf of the Allendale Charter Township Planning Commission

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Mark Adams, Chairperson

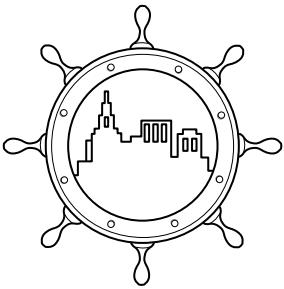


PLANNING  
COMMISSION  
— 2026 WORK  
PROGRAM

Adopted: \_\_\_\_\_, 2026

Revised: \_\_\_\_\_, 2026

ITEM #	DESCRIPTION
Item #1	Revise and clarify the requirements which trigger site plan review and major and minor amendments to an approved site plan
Item #2	Minimum single-family dwelling area, <del>tiny home provisions</del> , dwelling external materials
Item #3	Non-Motorized Pathway 2015 amendment to Section 24.06C1 of the Zoning Ordinance
Item #4	Review the Zoning Ordinance to revise those sections in the Ordinance that allow certain discretionary decisions by the Zoning Administrator
Item #5	Differentiate farm use versus special uses within the Agricultural and Rural Zoning District
Item #6	Easements serving up to two lots
Item #7	Review requirements for street trees and whether they are more appropriate as front yard trees (to eliminate complaints and damage to the sidewalk)



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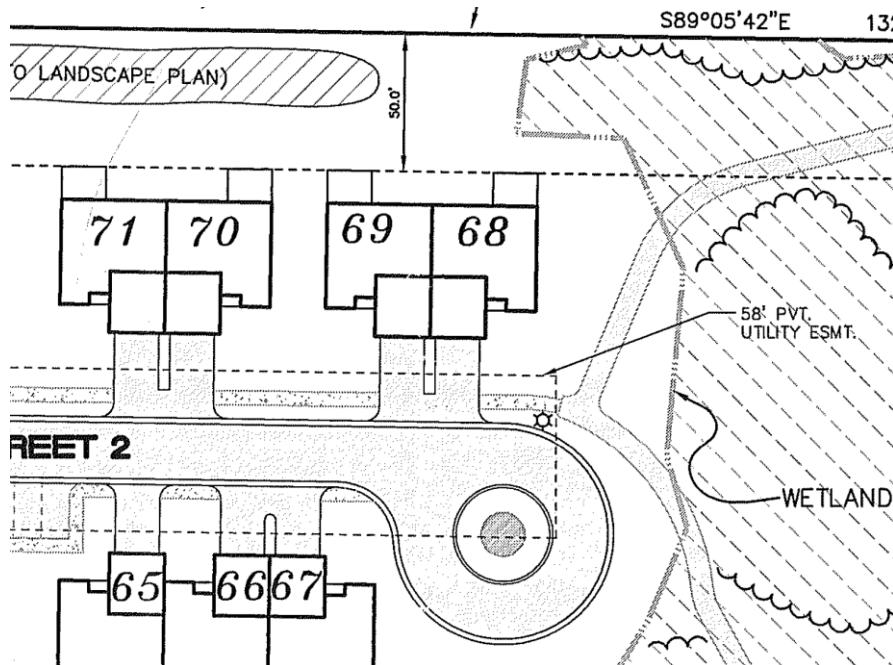
# MEMORANDUM

To: Allendale Charter Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: January 13, 2026  
Re: Residential Setbacks and Conflicts with Sidewalks

Recently, Supervisor Elenbaas raised concerns regarding vehicles parked in residential driveways that block sidewalk use because of short setbacks and as a result, insufficient depth in a driveway to park a vehicle outside without obstructing the sidewalk. In response, Supervisor Elenbaas asked us to discuss this issue with the Planning Commission. In particular, Supervisor Elenbaas noted this issue in the Dales and Dewpointe West developments, both of which are Planned Unit Developments. After reviewing both development files, we found the following.

### *The Dales*

This development contains private roads that claim to accommodate a 60 foot front yard setback. We are unsure how 60 feet is correlated from the setback table (where 60 feet is noted) to the drawing, but the building setback from the private right-of-way is clearly less than 60 feet or is measured from a point that is not typical and required by the Allendale Charter Township Zoning Ordinance. Unfortunately, we can only speculate because we could not find any details in the meeting minutes or development plans providing the reason for the setbacks as they are constructed today. Below is a snapshot of the Final Planned Unit Development site plan in which you will note a 50 foot setback at the rear of the building, which is proportionately incorrect when applied to the right-of-way line and garage on the front of the building. Additionally, below is an aerial photo of the development as constructed. You will note a truck blocking the sidewalk when parked.





*Dewpointe West*

This development contains build-to front setback lines, but they vary from 25, 30, 40, and 50 foot setbacks. The majority of lots, however, are positioned at 30 feet. Below is an aerial photo of 20 foot and 30 foot setbacks to the right-of-way in the development.

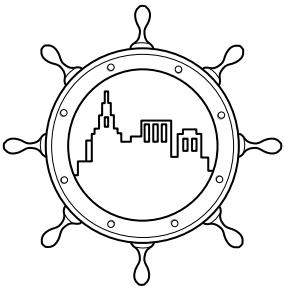


While we suspect that each of these developments granted reduced front yard setbacks properly pursuant to the provisions of the Planned Unit Development Article, Supervisor Elenbaas wanted to bring this issue to your attention for discussion, perhaps to design an absolute minimum or other mechanism to prevent sidewalk obstruction as a result of driveway length in the future.

This matter has been scheduled as a discussion item at your January 19, 2026 meeting. If you have any questions, please let us know.

GLR  
Planner

cc: Adam Elenbaas, Supervisor



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# MEMORANDUM

To: Allendale Charter Township Planning Commission  
From: Gregory L. Ransford, MPA  
Date: January 14, 2026  
Re: Draft Section 23.26 – Tiny Home Developments

Pursuant to your direction at your January 5, 2026 meeting, attached is the first draft to permit tiny home developments within the Township. We believe the draft achieves your direction. Nonetheless, we have a few items of note:

1. Planned Unit Development language – while the language is drafted to permit tiny home developments as a special use, there was support to subject the developments to the provisions of the Planned Unit Development Article, Article 12, of the Allendale Charter Township Zoning Ordinance. As a result, we have a “placeholder” in Section 23.26A for the purpose but wanted to discuss the extent to which you want Article 12 to apply (i.e. only preliminary and final plans, open space, densities, etcetera).
2. Shipping Containers – our notes indicate support for tiny homes constructed from shipping containers. Given this, Section 21.26G notes their use, as long as they comply with the Michigan Residential Building Code.
3. Related section references – as you will note within the draft language, we include a reference in Section 5.03 for Tiny Homes. We understand from the Township zoning Administrator that this is preferred and should have included Bed and Breakfast Establishments, and Outdoor Venues. As a result, we have updated the appropriate district sections accordingly.

The draft language has been scheduled for your review at your January 19, 2026 meeting. If you have any questions, please let us know.

GLR  
Planner

Attachment

cc: Adam Elenbaas, Supervisor

Section 5.03 – Uses Requiring Special Approval [Agricultural and Rural District]

- U. Outdoor Venues
- V. Bed and Breakfast Establishments
- W. Tiny Home Developments
- X. Any use that is found by the Planning Commission to be similar to any special use listed under Section 5.03, provided that such use to be approved is not permitted by right or by special use in any Zoning District.

Section 7.03 – Uses Requiring Special Approval [R-1 District]

- G. Bed and Breakfast Establishments

Section 14.03 – Uses Requiring Special Approval [GC District]

- S. Outdoor Venues

Section 16.03 – Uses Requiring Special Approval [Industrial District]

- T. Outdoor Venues

Section 23.26 – Tiny Home Developments

- A. Tiny home developments are subject to the provisions of Article 12 and are only permitted as a special use within the Agricultural and Rural Zoning District. Tiny homes are prohibited outside of the Agricultural and Rural Zoning District.
- B. Tiny homes are the only permitted dwelling units within the development.
- C. Area Regulations.
  - 1. The minimum lot area shall be four thousand six hundred (4,600) square feet and a minimum width of forty (40) feet at the front setback line.
  - 2. Front Yard. There shall be a front yard of not less than twenty-five (25) feet.
  - 3. Rear Yard. There shall be a rear yard of not less than twenty-five (25) feet.
  - 4. Side Yard. There shall be side yards of not less than eight (8) feet.
  - 5. Floor Area. Tiny homes shall have a minimum finished habitable floor area, above exterior finished grade, of two hundred forty (240) square feet. In no instance shall the total floor area, habitable or non-habitable, exceed five hundred (500) square feet.
  - 6. Building Height. No building shall exceed twenty (20) feet to the roof peak.
- D. No minimum width, no minimum length, and no attached garage shall be required for a tiny home.
- E. Detached accessory structures.
  - 1. Shall be limited to one (1) per developed lot.
  - 2. Shall be limited to one hundred twenty (120) square feet or smaller.
  - 3. Shall be built in the same manner as the dwelling and match in appearance to the dwelling.
  - 4. Shall be at least six (6) feet from dwelling and at least three (3) feet from side or rear property line.
- F. Each lot within the development must have a deed restriction that the dwelling unit upon the lot must be owner occupied.
- G. Rentals are prohibited. Further this requirement must be described within any homeowners association document.
- H. Tiny homes, which may include shipping containers, shall be built in accordance with the Michigan Residential Building Code.
- I. Tiny homes on wheels and approved under the Michigan Vehicle Code are prohibited.